

Date: 05/31/12



Environmental Management Consolidated Business Center (EMCBC)

Subject: EMCBC or Service Level Agreement (SLA) National Environmental Policy Act (NEPA) Environmental Assessment (EA) Process

Implementing Procedure

APPROVED: _____

EMCBC Director

ISSUED BY: Office of Technical Support & Asset Management

1.0 PURPOSE

To purpose of this procedure is to document a systematic approach for the preparation, review, and approval of *National Environmental Policy Act* (NEPA) Environmental Assessments (EA) and Findings of No Significant Impact (FONSI) for actions under the purview of the EMCBC or SLA sites. An EA should address all technical issues in an appropriate level of detail commensurate with potential impacts, in order to determine whether a FONSI can be issued.

2.0 SCOPE

This procedure covers activities associated with preparing, reviewing, distributing, and posting the EMCBC or SLA sites approved EA after a determination has been prepared in accordance with IP-451-02 Rev 2.

3.0 APPLICABILITY

This procedure is applicable to EMCBC or SLA personnel and contractors, who prepare, review or approve EAD's, EA's or FONSI's for actions that are the responsibility of EMCBC or SLA sites.

4.0 REQUIREMENTS/REFERENCES

4.1 Requirements:

- 4.1.1 DOE O 451.1B, DOE NEPA Compliance Program, June 25, 2010
- 4.1.2 40 CFR Parts 1500-1508, Council on Environmental Quality NEPA
- 4.1.3 10 CFR Part 1021, DOE NEPA Implementing Procedures
- 4.1.4 DOE "Compliance with Floodplains and Wetlands Environmental Review Requirements," 10 CFR Part 1022
- 4.1.5 "Implementation Guidance for the DOE Policy on Documentation and Online Posting," Office of NEPA Policy and Compliance (May 25, 2010).

- 4.1.6 NEPA, 1969 (Pub. L. 91-190, 42 U.S.C. 4321-4347, January 1, 1970, as amended by Pub. L. 94-52, July 3, 1975, Pub. L. 94-83, August 9, 1975, and Pub. L. 97-258, § 4(b), Sept. 13, 1982).

4.2 References:

- 4.2.1 EMCBC/SLA PL-451-01, National Environmental Policy Act (NEPA) Compliance Program Plan
- 4.2.2 EMCBC/SLA NEPA IP-451-02, Establishing the Level of National Environmental Policy Act Review and Documentation

5.0 DEFINITIONS

- 5.1 Refer to Glossary of Terms used in DOE NEPA Documents dated September 1998 located at:
http://energy.gov/sites/prod/files/NEPA_Glossary%2008_2011.pdf
- 5.2 DOE “NEPA Implementing Procedures,” 10 CFR Part 1021.104 definitions, located at http://ceq.hss.doe.gov/nepa/regs/nepa1021_rev.pdf

6.0 RESPONSIBILITIES

6.1 EMCBC Director

- 6.1.1 Concur with EA determinations
- 6.1.2 Designate a DOE NEPA Document Manager (NDM) at the start of each environmental assessment, or delegate NDM designation as appropriate.
- 6.1.3 When another agency is involved in preparation of an EA, determine whether DOE should be a lead or cooperating agency.
- 6.1.4 Concur with Final EAs.
- 6.1.5 Concur with and sign FONSI.
- 6.1.6 Performs duties associated with NEPA delegation from DOE Headquarters (HQ).

6.2 NEPA Compliance Officer (NCO)

- 6.2.1 Start the EA process after an EA determination has been signed.
- 6.2.2 As delegated, designate a DOE NEPA Document Manager (NDM) in consultation with DOE NCO at the start of each environmental

assessment. This shall be done in consultation with the EMCBC Director or SLA Federal Project Director.

- 6.2.3 Notify the Office of NEPA Policy and Compliance promptly—generally, within two weeks of:
 - (a) A determination to prepare an EA.
 - (b) The designation of a NDM.
 - (c) A transmittal of an environmental assessment to States, American Indian Tribes and, when applicable, members of the public, other Federal agencies, and local governments for preapproval review.
 - (d) Requests EA number from Office of NEPA Policy and Compliance
- 6.2.4 Notify host state and host tribe in writing that a determination has been made to prepare an EA.
- 6.2.5 Assist with the NEPA process and document preparation.
- 6.2.6 Participate as a primary member of the NEPA Review Team along with the NDM and technical representative of the program sponsoring the proposed action. Determine the need to incorporate additional DOE representatives onto the Team.
- 6.2.7 Review and concur on EAs.
- 6.2.8 If a third party EA, participate in the review of contractor Task Order proposals and the selection of the successful offeror for the preparation of an EA.
- 6.2.9 Participate in the compliance with the Task Order Statement of Work (SOW) as it relates to completion of the EA.
- 6.2.10 Provide the Office of NEPA Policy and Compliance, within two weeks of their availability, two hard copies and one electronic file of:
 - (a) A published EA and FONSI.
 - (b) A proposed FONSI required under the CEQ regulations
- 6.2.11 Delegate responsibility to other NCOs, if appropriate.
- 6.2.12 Report to the Office of NEPA Policy and Compliance on lessons learned after completing each EA.

6.3 Contracting Officer (CO)

- 6.3.1 Receives project – related deliverables.
- 6.3.2 Participates in the review of contractor Task Order proposals and the selection of the successful offeror for the preparation of an EA.

- 6.3.3 Ensures contractor compliance with the Task Order Statement of Work (SOW) through completion.

6.4 Contracting Officer's Representative (COR)

- 6.4.1 Supports development of NEPA Task Order SOW with NDM, NCO, and other NEPA Project Team members.
- 6.4.2 Participates in the review of contractor Task Order proposals and the selection of the successful offeror for the preparation of an EA.
- 6.4.3 Ensures contractor compliance with the Task Order SOW through completion.

6.5 NEPA Document Manager

- 6.5.1 Establish a team (NEPA Review Team), representing all necessary DOE Elements to plan, assist in preparing, and concurrently review EA documents. The Team shall include the NDM, EMCBC Lead NCO, and EMCBC/SLA representatives who are fully knowledgeable about the proposed action. The team may include additional staff per the EMCBC NCOs discretion.
- 6.5.2 Conduct an early internal scoping process.
- 6.5.3 Maintain tracking systems to monitor costs of and adherence to the schedule for the NEPA process.
- 6.5.4 Manage the EA document preparation process, including the NEPA Review Team's review, of internal drafts for technical adequacy, controlling cost, and maintaining schedule.
- 6.5.5 Lead, encourage and facilitate public participation through the NEPA process (see Appendix F – Public Participation Plan).
- 6.5.6 Ensure that the Draft EA, Final EA, and FONSI contain the appropriate level of NEPA review and an accurate description of the proposed action. The NDM initials the concurrence chain to signify that the document meets the above criteria.
- 6.5.7 Prepare cover memorandum to accompany the Draft EA, Final EA, and FONSI through the EMCBC concurrence chain.
- 6.5.8 Develop "Lines of Inquiry" for potential post-NEPA monitoring.
- 6.5.9 Participate in the review of contractor Task Order proposals and the

selection of the successful offeror for the preparation of an EA.

6.5.10 Prepares approval memo and distribution letter for the Final EA and FONSI (an example is provided in Attachment A of this procedure).

6.8 Contractor

6.6.1 Prepares EA's when requested by the COR.

6.6.2 Submits an Organizational Conflict of Interest (OCI) Statement to the CO prior to awarding of work. The contractor selected must not have an interest in the outcome of the project.

6.9 Office of Legal Services (OLS)

6.7.1 Reviews and concurs on the EAD and Environmental Checklist and identifies any potential legal issues.

6.7.2 Reviews and concurs on EA's and FONSI's.

6.10 NEPA Project Team - The project team is assembled by the NDM. Members of the project team could include:

- EMCBC/SLA Director or Project Manager;
- EMCBC/SLA NCO or representative designated by NCO;
- EMCBC/SLA Counsel (OCC);
- EMCBC/SLA and/or Contractor Community/Public Relations Specialist;
- Site Contractor Project/Design Engineer;
- NEPA Contractor Project Manager;
- Contractor Environmental/NEPA Specialist;
- Other Environmental and Technical Specialist from EMCBC/SLA Site;

Depending on the complexity, degree of public concern or the level of controversy regarding an action, the NDM may decide to include the HQ Program and NEPA Program Manager as representatives on the project team.

7.0 PROCEDURE

7.1 The EA/FONSI process flow is described below and shown in Section 11 of this procedure.

- 7.1.1 EMCBC Director in consultation with EMCBC NCO, shall identify an NDM to be responsible for managing the preparation of the required EA. The NDM shall maintain an Administrative Record (AR) throughout the EA process (see Section 7.1.16).

7.1.2 Conduct Internal Scoping

Following EMCBC's concurrence and signature of the EA determination, the NDM will initiate a preliminary scoping and planning meeting with the appropriate parties (NEPA Review Team) to obtain agreement on document development approach and content. The Team shall include the NDM, EMCBC NCO and EMCBC/SLA representative(s) who are fully knowledgeable about the proposed action. The team may include additional DOE staff, such as representatives of the EMCBC General Counsel, per the EMCBC's NCOs discretion. The NDM, with assistance from the EMCBC NCO, is responsible for coordination of EA document preparation with the appropriate Project Manager.

- 7.1.2.1 As early as possible in the life of an EA project, the NDM is responsible for performing internal scoping as follows:

- As necessary, utilize the NEPA Review Team to carry out the NEPA start to finish. The team will ensure that the project takes into account all relevant programmatic, policy, and legal considerations, including environmental justice, and that the only necessary review function will be obtaining senior management approval.
- Define issues that might affect the proposed EA (environmental, safety, institutional, regulatory, and any others) and determine data and information needs.
- Determine, in consultation with the EMCBC/SLA Director if the services of an EA contractor will be utilized to prepare the EA.
- Develop a proposed schedule for the preparation of the EA and a public participation plan tailored to the proposed action.
- Identify reasonable alternatives to the proposed action and potential impact areas for each alternative.
- Assist the NCO with notification of the host state and host tribe, in writing, that a determination has been made to prepare an EA.
- Determine if project stakeholders will be limited to the host state and host tribe, or if greater involvement is warranted.

- As appropriate, develop a public participation plan to encourage and facilitate public participation throughout the NEPA process (see Appendix E – Public Participation Plan). Determine if project stakeholders will be limited to the host state and host tribe, or if greater involvement is warranted.

NOTE: If at any point during the EA preparation, review, and approval process it appears evident that an EIS is the appropriate level of NEPA documentation for a proposed action, all appropriate parties (e.g., the NDM, EMCBC Director or SLA Federal Project Director, the EMCBC NCO, and/or representatives from GC should meet to discuss the issue. If it is decided that an EIS is the appropriate level of NEPA documentation for the proposed action, follow the steps outlined in Appendix D, EMCBC NEPA Environmental Impact Statement (EIS) Procedures of the EMCBC Compliance Program Plan. The EIS determination will be revised by the EMCBC NCO.

- 7.1.3 The EMCBC Lead NCO or designee will promptly notify, generally within two weeks, the Office of NEPA Policy and Compliance of the determination to prepare an EA and request to obtain an official document ID (DOE/EA) number. The EMCBC NCO or designee will invite any cooperating agencies to participate in the EA process.

7.1.4 Public Scoping Process

Public scoping is not a required step in the EA process; however, when performed, the purpose of public scoping as part of the EA process is to give the public the opportunity to provide input on the scope of issues to be addressed in the EA and to identify significant issues related to the proposed action. The recommendations for the EA public scoping process are presented in Appendix F, the Public Participation Plan.

- 7.1.4.1 Public scoping will be performed at the NDMs discretion, in consultation with the EMCBC NCO. If public scoping will be performed, stakeholders should be identified as part of the internal scoping process (above).

7.1.5 Initiate Consultation Process

The NDM will consult, when necessary, with the U.S. Fish and Wildlife Service; the U.S. Army Corps of Engineers and appropriate state agencies under Section 404 of the Clean Water Act; and with the State Historic Preservation Offices, National Historic Preservation Act consultations to identify potential environmental consequences of a proposed action. Depending on the scope of work and site location, other federal and state agencies may need to be consulted. Formal, government-to-government consultations are required with potentially impacted tribes, or if requested.

The NDM will seek the cooperation of other potentially interested agencies, including Federal, State, local, tribal, and non-government entities if they have jurisdiction under law or special expertise related to the evaluation of the proposal.

7.1.6 Prepare Preliminary Draft EA

The NDM will manage preparation of the Preliminary Draft EA that provides a complete analysis of all data, impacts of the proposed action and alternatives, and recommended mitigation, if necessary, in compliance with CEQ and DOE NEPA Implementing Regulations (40 CFR 1500 through 1508 and 10 CFR Part 1021). The Preliminary Draft EA should address all technical issues in an appropriate level of detail commensurate with potential impacts (i.e., A graded approach), in order to determine whether a FONSI can be issued. The Preliminary Draft EA should include a description of the location of the action, figures depicting project location, the proposed action and alternatives, and a description of any environmentally sensitive areas that may be impacted. The EA should be prepared in accordance with the Recommendations for the Preparation of Environmental Assessments and Environmental Impact Statements, second edition, December 2004, found online at:

http://energy.gov/sites/prod/files/nepapub/nepa_documents/RedDont/G-DOE-greenbook.pdf

The following is a general list of the information to be included in an EA.

- Title Page
- Table of Contents
- List of Figures
- List of Tables
- Summary
- Introduction
- Purpose and Need
- Scope
- Proposed Action and Alternatives
- Existing/Affected Environment
- Environmental Consequences
- Agencies Consulted
- Environmental Permits
- References
- List of Preparers
- Appendices (including copies of letters of consultation, comments, and response to comments)

- If warranted, approved/signed FONSI should be bound in the front of the Final EA document

7.1.7 Conduct Internal Review of Preliminary Draft EA

Upon completion of a Preliminary Draft EA, the NDM shall forward the document to the NEPA Review Team for internal review. The NDM will oversee the internal review process. As applicable, the Preliminary Draft EA should also be provided to cooperating agencies for review and comment. In addition to the EA, the review package should include any necessary preapproval transmittal letters to appropriate States, tribes, and other interested parties. The document is reviewed to ensure the following elements are included:

- A clear statement of DOE's Purpose and Need, a complete description of the Proposed Action, and a project description which includes any relevant background information;
- A description of reasonable alternatives to the proposed action under consideration, and a description of alternatives considered and rejected;
- A description of the No Action alternative;
- A description of the existing/affected environment at the location of the action;
- An analysis of any potential environmental impacts associated with the proposed action and the alternatives;
- Irreversible and irretrievable commitment of resources;
- Unavoidable adverse impacts;
- Relationship between local short term uses of the human environment and the maintenance and enhancement of long-term productivity;
- A section on permit compliance that identifies any permits that will be required in order to perform the action;
- A listing of agencies and persons consulted; and
- Review for grammar, spelling, and format.
- Review comments are returned to the NDM.

7.1.8 Prepare Concurrence Draft EA

The NDM will manage preparation of the Concurrence Draft EA. The Concurrence Draft EA will incorporate all NEPA Review Team and cooperating/interagency comments received on the Preliminary Draft EA and address any outstanding data or analysis issues within the Preliminary Draft EA. After a thorough review to ensure that all comments and/or outstanding issues were addressed the NDM shall forward the Concurrence Draft EA to EMCBC GC for review and the EMCBC Director or SLA Federal Project Director for approval. The NDM shall include a 1-page concurrence summary with the Draft EA. This summary should provide a description of the proposed action, and any controversial or problematic issues that arose during the public comment process, and their resolution. The summary should also include a brief synopsis of any consultations with agencies or Tribes.

GC comments shall be reviewed with the NCO prior to finalizing the Concurrence Draft EA. As necessary, the NCO shall lead discussions with GC to resolve any disagreements over recommended edits. GC shall provide written concurrence (via e-mail or other written correspondence) to the NDM indicating its concurrence with the EA prior to it being distributed for public comment. There will also be written approval by the EMCBC Director or SLA Federal Project Director prior to Draft EA being distributed for public comment.

NOTE: Reviews are repeated until all comments on the Concurrence Draft EA are resolved.

7.1.9 Prepare Draft EA

Upon EMCBC/SLA Federal Project Director approval of the Concurrence Draft EA, the NDM will prepare a Draft EA package for distribution to the public. The NCO shall review the package consisting of the Draft EA and any necessary preapproval transmittal letters, for completeness.

7.1.10 Distribute Draft EA

The NCO will transmit the Draft EA for comment to the host state and host tribe. The review period shall be from 14 to 30 days. DOE will make the Draft EA available on-line at the DOE NEPA Website. In lieu of transmitting hard copies of the Draft EA, DOE may distribute Notice of Availability (NOA) postcards and emails advising of the availability of the Draft EA, identifying the website where the document can be reviewed, specifying the comment period, and providing the NDMs contact information.

DOE may also provide any other state or American Indian tribe with the same opportunity, if, in DOE's judgment, the state or tribe may be affected by the proposed action. Additionally, at the NCO's discretion, any number of state, federal, and local agencies, or organizations and interest groups may be provided the opportunity to review and comment on the Draft EA. Collectively these "stakeholders" would be notified in the same manner as the host state and host tribe. Typically, project-specific stakeholders are identified during the internal scoping process and may have been previously informed of the planned EA if external scoping was conducted.

Public meetings would be conducted at the NCO's discretion, would be noticed in advance, and would be scheduled to coincide with the public comment period such that participants have ample time to provide written comments to DOE prior to the conclusion of the comment period. As is the case with the identification of stakeholders, typically, the need for public meetings would be identified during the internal scoping process.

7.1.11 Consider Public Comments and Prepare Final EA Concurrence Package

Following the close of the public comment period, the NDM will compile public comments on the Draft EA and assess and consider them both individually and collectively. The NDM may also convene a comment resolution meeting with contractors, the NCO, Project Manager, and, if necessary, the EMCBC GC to resolve any outstanding comments, address new potential mitigation measures, or evaluate any newly proposed alternatives for inclusion in the Concurrence Final EA. All substantive comments received should be attached to the Final EA and DOE should include responses to each. The NDM will choose the method to respond to comments (i.e. summarize comments or respond to individual comments). As appropriate, the EA contractor and/or NDM will prepare responses to comments received on the Draft EA.

If the Draft Final EA supports a FONSI for the proposed action, and it is appropriate, the NDM will prepare a Draft FONSI. The Draft FONSI will include a brief summary of the EA, the basis and authority for the determination, and the determination.

7.1.12 Review of Final EA Concurrence Package

The Concurrence Final EA and Draft FONSI (if appropriate), along with the appropriate Notice of Availability (NOA) letter(s), should be forwarded by the NDM to the NCO, Project Manager and EMCBC GC for concurrence.

The NDM shall include a 1-page concurrence summary with the concurrence package. This summary should provide a description of the proposed action, the preparation and review process for the EA, any controversial or problematic issues that arose during the preparation process, and their resolution. The summary should also include a brief synopsis of any consultations with agencies or Tribes.

The Final Concurrence package will be reviewed to determine if the changes made to the document from the incorporation of external stakeholder comments have opened new areas that require additional internal review. Comments will be provided to the NDM. If further review is required, the NDM will coordinate this review and follow-up with the Project Manager or GC after consultation with the EMCBC NCO on the required revisions. If additional internal review is not needed, or when additional comments have been resolved by the NDM, the NDM shall proceed to prepare the Final EA and FONSI.

7.1.13 Prepare Final EA and FONSI

The EMCBC NCO will review the Concurrence Final EA, Draft FONSI, and 1-page concurrence summary to ensure that all NEPA issues have been addressed and that the package is complete and ready for approval by the EMCBC Director or SLA Federal Project Director. The EMCBC NCO will forward the Final EA, Draft FONSI, and 1-page concurrence summary to the EMCBC Director or SLA Federal Project Director for approval.

Upon receipt of approval on the Final EA and signature of the FONSI, the NDM or contractor will prepare the Final EA and FONSI for distribution to the public.

7.1.14 Publish and Distribute Final EA and FONSI

Upon final signature of the FONSI by the EMCBC Director or SLA Federal Project Director, the EMCBC NCO, shall forward two hard copies and one electronic copy of the Final EA and FONSI to the Office of NEPA Policy and Compliance for posting to the DOE NEPA Website.

The NDM will make the Final EA and FONSI available to the regulatory agencies and appropriate stakeholders through the distribution of NOA postcards (normally within two weeks of approval) advising where the documents can be accessed. Hard copies of the EA and FONSI should be distributed only under exceptional circumstances.

7.1.15 Develop Post-NEPA Lines of Inquiry

The NDM shall review any project proponent committed measures (whether or not included as part of the proposed project) or mitigation measures

developed for the EA/Mitigation Action Plan to develop lines of inquiry that could be used to evaluate the proponent's adherence to the commitments as part of any post-NEPA monitoring that could be conducted.

7.1.16 Compile Administrative Record (AR)

The NDM or EA contractor will maintain an AR throughout the EA preparation process. The AR should include, at a minimum:

- Correspondence with cooperating and consulting agencies,
- Documents related to key decisions,
- Meeting records,
- Input from the public,
- Written technical direction from EMCBC to contractors,
- Documentation on assumptions associated with alternatives,
- Data sources or data used to make assumptions for analysis,
- Personal communications that were used in the EA,
- Memoranda or rationale for any major changes to the EA or supporting analysis,
- Response letters to commenters,
- Public notices,
- Copies of all postal or delivery services records of delivery, and
- The decision document.

8.0 RECORDS MAINTENANCE

8.1 Records generated as a result of implementing this document are identified as follows and maintained in accordance with the Office of Technical Support and Asset Management File Plan:

- 8.1.1 ENV 02-F-01C – National Environmental Policy Act - Environmental Impact Statement – Final Published Version
- 8.1.2 ENV 02-F-02C - National Environmental Policy Act – Environmental Assessment Records – Background Documentation
- 8.1.3 ENV 02-F-03C - National Environmental Policy Act – Categorical Exclusion Records – Background Documentation
- 8.1.4 ENV 02-F-04 - National Environmental Policy Act Support Documentation

9.0 FORMS USED

- 9.1 PL-451-01-F2, Environmental Questionnaire. [See PL-451-01 DOE EMCBC Environmental Policy Act Compliance Program Plan for the latest revision.]

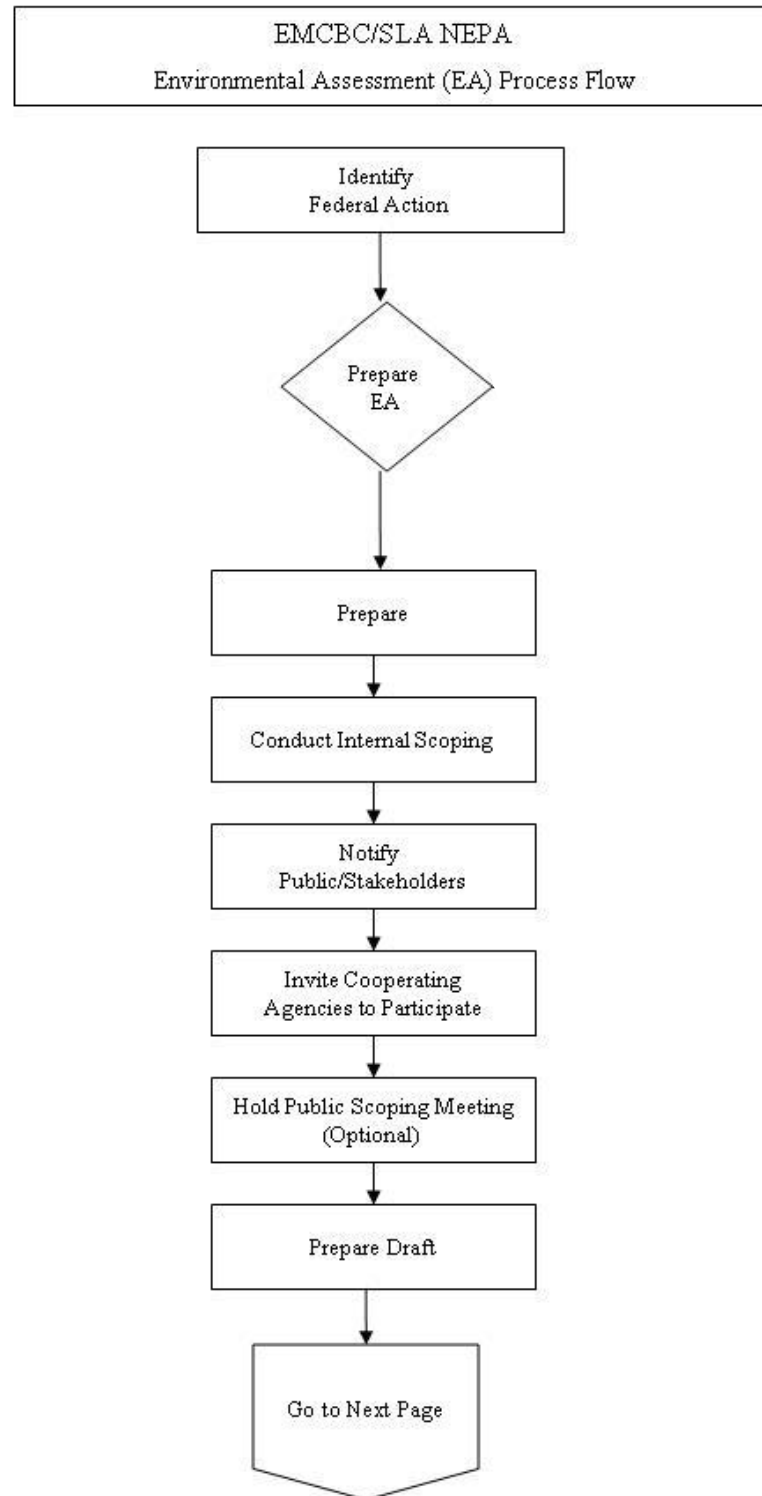
10.0 ATTACHMENTS

- 10.1 Attachment A- Approval Memo for Final EA and FONSI

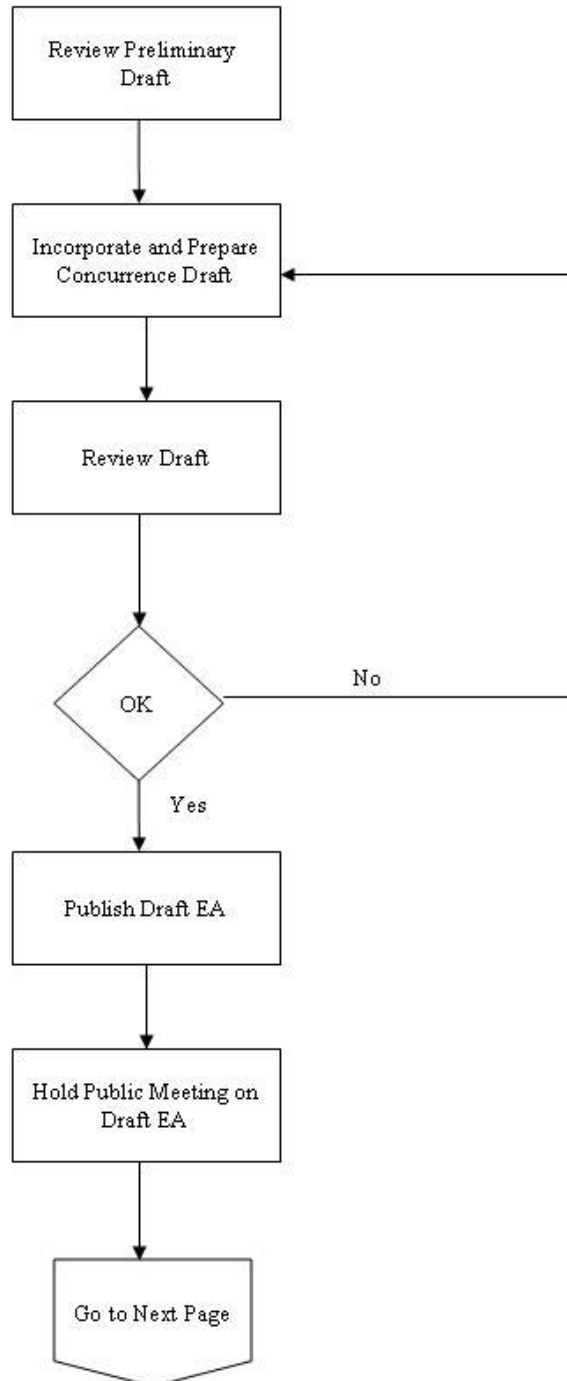
11.0 FLOWCHART – NEPA Environmental Assessment Process

11.0 FLOWCHART

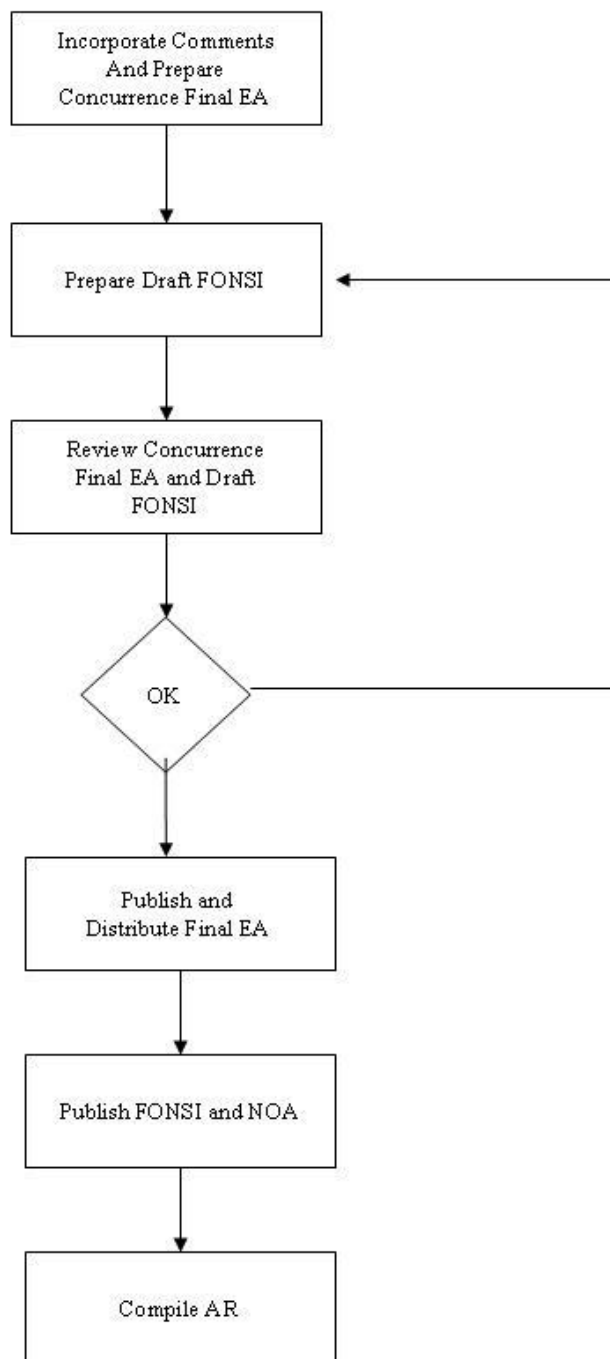
Figure 1



Continued From Page 1



Continued From Page 2



Attachment A**EXAMPLE APPROVAL MEMO FOR EA**DOE 1325.8
(4/93)

United States Government

Department of Energy

Oak Ridge Operations Office

memorandum

DATE:

REPLY TO
ATTN OF:

EM-97: Vicks

SUBJECT:

**ENVIRONMENTAL ASSESSMENT FOR QUADRANT II CORRECTIVE
MEASURES IMPLEMENTATION AT THE PORTSMOUTH GASEOUS
DIFFUSION PLANT, PIKETON, OHIO**

To: Dennis Boggs, Chief Operating Officer

The subject Environmental Assessment (EA), dated January 2003, has been reviewed in accordance with our responsibilities under the Department of Energy (DOE) Order 451.1B, paragraph 5a(9). Based upon this review, recommendations made by your staff and, after consultation with the Office of Chief Counsel and the National Environmental Policy Act (NEPA) Compliance Officer, I have determined that within the meaning of NEPA, the proposed action is not a major Federal action significantly affecting the quality of the human environment. Therefore, the preparation of an Environmental Impact Statement is not required. The basis for this determination is explained in the attached Finding of No Significant Impact (FONSI) and the supporting final EA.

Please note that the Portsmouth Site Office is responsible for providing public notice of the availability of the EA and FONSI in accordance to 40 CFR 1506.6(b), 10 CFR 1021.322, and DOE Order 451.1B, paragraph 5e(5).

If you need further assistance or have any questions or comments, please contact David R. Allen, Oak Ridge Operations Office NEPA Compliance Officer at (865) 576-0411.

Gerald Boyd
Manager

Attachment

cc w/attachment
W. Murphie, EM-1Cloverleaf
M. Tobert, EM -32/HQ
T. Slack, CC-10/ORO
C.M. Borgstrom, EH-42/HQ
D. Allen, SE-3232/ORO
D. Page, SE-30-1/ORO
G. Drexel, BJC/PORTS
Administrative Records

EMCBC RECORD OF REVISION

DOCUMENT: EMCBC or Service Level Agreement (SLA) National Environmental Policy Act (NEPA) Environmental Assessment (EA) Process, IP-451-04 Rev 2

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I** Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I** Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
1	Initial Procedure	All	06/02/08
2	XXX		XX/XX/12